



## Watershed Stewards Program

### Mentor Position Description

#### **Qualifications:**

- Strong professional standing, educational background, and supervisory experience.
- Professional association with a WSP Placement Site.
- Minimum of three years' expertise, knowledge and skills in environmental work.
- Experience in mentoring young professionals within the area of focus.
- Dedication to service within the community.
- Previous WSP Corpsmembers must have three years of post-WSP experience before qualifying as a Mentor.

#### **Description of Duties:**

##### **Safety:**

##### **Time Commitment:**

<ul style="list-style-type: none"><li>• Provide a safe work environment.</li></ul>	Ongoing
<ul style="list-style-type: none"><li>• Train Corpsmembers in the Placement Site's Illness and Injury Prevention Plan and other site-specific safety protocols.</li></ul>	1 hour/month
<ul style="list-style-type: none"><li>• Train Corpsmembers in the use of all tools and supply appropriate personal protective equipment (PPE) before beginning a project. <i>**Contact WSP if help supplying PPE is needed</i></li></ul>	Ongoing
<ul style="list-style-type: none"><li>• Ensure that at least one First Aid/CPR certified person (e.g., Placement Site staff or another WSP Corpsmember) accompanies Corpsmembers in the field at all times.</li></ul>	Ongoing
<ul style="list-style-type: none"><li>• Conduct and document weekly safety meetings.</li></ul>	20 minutes/week
<ul style="list-style-type: none"><li>• Complete Job Hazard Analysis (JHA) for all work Corpsmembers are doing, submit to WSP, and review with Corpsmembers as needed.</li></ul>	2 hours/year

##### **Recruitment & Training:**

##### **Time Commitment:**

<ul style="list-style-type: none"><li>• Participate in the recruitment and Corpsmember selection process, including conducting interviews either in-person or via telephone and submit applicant rankings to Program Coordinator.</li></ul>	5-8 hours/year
<ul style="list-style-type: none"><li>• Review <i>Program Handbook</i> in order to ensure full understanding of program requirements and responsibilities.</li></ul>	3 hours/year
<ul style="list-style-type: none"><li>• Travel to and participate in a one-day Placement Site training and end-of-term Recognition Ceremony to acknowledge Corpsmembers.</li></ul>	2 days/year
<ul style="list-style-type: none"><li>• Work with Corpsmembers to complete the Mentor/Corpsmember Agreement.</li></ul>	2 hour/year
<ul style="list-style-type: none"><li>• Provide professional development opportunities for Corpsmembers</li></ul>	2 days/year
<ul style="list-style-type: none"><li>• Provide ongoing site-specific training necessary for Corpsmembers to accomplish service activities.</li></ul>	Ongoing
<ul style="list-style-type: none"><li>• Allow Corpsmembers to attend WSP required trainings and outreach events.</li></ul>	About 2 weeks/year

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#### Support and Supervision:

#### Time Commitment:

<ul style="list-style-type: none"><li>• Provide daily supervision to ensure Corpsmembers are making adequate progress towards all site and WSP objectives.</li></ul>	Ongoing
<ul style="list-style-type: none"><li>• Provide Corpsmembers with a high-quality experience and a variety of projects, and ensure they have a sufficient workload throughout the term.</li></ul>	Ongoing
<ul style="list-style-type: none"><li>• Ensure Corpsmembers are spending the required percentage of time on Watershed Recovery activities, and that all Corpsmember activities align with WSP's mission.</li></ul>	Ongoing
<ul style="list-style-type: none"><li>• Conduct regular (at least monthly) meetings with Corpsmembers to discuss calendars and Corpsmember development.</li></ul>	1-4 hours/month
<ul style="list-style-type: none"><li>• Provide Corpsmembers with an office space, including a desk, chair, phone, and computer with internet access</li></ul>	Ongoing
<ul style="list-style-type: none"><li>• Provide Corpsmembers with adequate office time to complete WSP requirements (at least four hours every week).</li></ul>	Ongoing
<ul style="list-style-type: none"><li>• Support Corpsmembers as they plan and implement their Watershed Awareness Volunteer Event (WAVE) and Wonders of Watersheds (WOW!) educational series.</li></ul>	As needed
<ul style="list-style-type: none"><li>• Assist with pre and post assessment of Corpsmember's Watershed Awareness Volunteer Event (WAVE)</li></ul>	2 hours/year
<ul style="list-style-type: none"><li>• Attend WSP's Annual Site Visit (WSP staff travel to each site's office).</li></ul>	3 hours/year
<ul style="list-style-type: none"><li>• Ensure Corpsmembers comply with the WSP uniform policy</li></ul>	Ongoing
<ul style="list-style-type: none"><li>• Contact WSP staff if any Corpsmember issues arise.</li></ul>	Ongoing

#### Documentation:

#### Time Commitment:

<ul style="list-style-type: none"><li>• Prepare site application, complete contracting and site acceptance paperwork, and prepare site handbooks.</li></ul>	20-40 hours/year
<ul style="list-style-type: none"><li>• Provide and document site-specific orientation for Corpsmembers.</li></ul>	2 hours/year
<ul style="list-style-type: none"><li>• Complete 3 Corpsmember Performance Reviews</li></ul>	2 hours/year
<ul style="list-style-type: none"><li>• Complete all paperwork required by WSP.</li></ul>	2 hours/year
<ul style="list-style-type: none"><li>• Ensure Corpsmembers complete and submit monthly paperwork by deadlines.</li></ul>	30 minutes/month
<ul style="list-style-type: none"><li>• Sign Corpsmembers' monthly timesheets to certify hours worked at Placement Site.</li></ul>	10 minutes/month

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